

**BEFORE THE BOARD OF SUPERVISORS**

IN THE MATTER OF )  
 MODIFYING THE COUNTY ) RESOLUTION NO. 93-0160  
 EMPLOYEE SERVICE ) AGREEMENT NO.  
 AWARDS PROGRAM )

UPON MOTION OF SUPERVISOR Maples , SECONDED BY  
SUPERVISOR Richmond, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD February 16, 1993  
BY THE FOLLOWING VOTE:

AYES: Supervisors Sanders, Richmond, Maze, Harness and Maples

NOES: None

ABSTAIN: None

ABSENT: None

ATTEST: LOUIS J. FERNANDEZ, COUNTY EXECUTIVE/CLERK  
BOARD OF SUPERVISORS



**BY:**

Deputy Clerk *O*

\* \* \* \* \*

Rescind the Policy Relating to Meritorious and Service Related Awards previously adopted as Resolution 89-0270. Adopt the attached Policy Relating to Meritorious and Service Related Awards contingent upon meet and confer sessions with the various Employee Association Representatives.

Personnel  
Auditor  
FN 8761

7/18/93

## **POLICY RELATING TO MERITORIOUS AND SERVICE RELATED AWARDS**

### **SECTION I: PURPOSE**

To recognize meritorious, exceptional, and extraordinary service to the County of Tulare by employees and volunteers in accordance with criteria as herein established by the Board of Supervisors.

### **SECTION II: ELIGIBILITY STANDARDS**

The following defines the eligibility standards for the awards available:

- A. **SERVICE:** For continuous, full-time service, as defined in Section IV, to the County by employees of the County. Service awards shall be presented upon completion of ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of continuous full-time service.
- B. **RETIREMENT:** For Department Heads and Assistant Department Heads, and for other employees with twenty-five (25) years or more of service, who retire directly from County service.
- C. **MERITORIOUS:** For Department Heads and Assistant Department Heads terminating other than by retirement and performing meritorious service in their capacity for at least ten (10) years; for persons giving volunteer service to the County for at least ten (10) years as a member of a County Board, Commission, or Committee.

### **SECTION III: DESCRIPTION OF AWARDS**

- A. **SERVICE:** The Service award for ten (10) years of service shall be the employee's choice of a combination tie tack and lapel pin or a custom belt buckle. The designs for each of these two items are attached as Exhibit I and Exhibit II.

The Service award for fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service shall be the employee's choice of a combination tie tack and lapel pin or a custom belt buckle, as described above, or an alternate item from a catalog of alternate items providing at least six alternatives at each service level. When reasonably possible the items will have the award logo similar to that on the tie tack affixed to the item.

The awards and their alternates will be provided by a suitable vendor under a signed contract with the Personnel Department.

- B. **RETIREMENT/MERITORIOUS:** The Retirement and Meritorious awards shall be a varnished wooden plaque with a 6 1/4 inch diameter, ceramic County seal tile affixed thereto. An engraving appropriate to the type of award shall be affixed immediately below the County seal.

In addition to the above, employees who qualify for a Retirement Award may also, at the request of their department, receive a Certificate of Retirement signed by each member of the Board of Supervisors and appropriately framed.

#### **SECTION IV: CRITERIA FOR LENGTH-OF-SERVICE DETERMINATIONS**

- 3) The length of service to the County shall be determined by the Personnel Director.
- 4) Length of service shall be calculated in the same manner as seniority scores under Personnel Rule 11.2.3. Each employee's seniority score shall then be divided by 26 to determine years of service.
- 5) Eligibility for periods of re-employment shall be determined in accordance with current personnel rules.

#### **SECTION V: PRESENTATION**

Following the conclusion of each calendar year, the Personnel Director shall certify those employees who become eligible to receive awards during the preceding calendar year, and shall requisition the awards required for presentation. Service awards for ten (10) years of service shall be presented to the employees earning such awards by their respective Department Head. All other awards shall be presented by the Board of Supervisors at a regularly scheduled meeting.